



YOU ARE REQUIRED TO COMPLETE, IN FULL, ALL THE FIELDS FOLLOWING. PLEASE AVOID PHRASES SUCH AS 'REFER TO CV' OR SIMILAR.	
POSITION DETAILS	
Job applying for (Ref No)	PART-TIME BOOKKEEPER, AMERICAN EMBASSY EMPLOYEES ASSOCIATION (11/25)
Where did you learn about this job vacancy?	<p><u>Newspaper</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify _____</p> <p><u>Visiting a Non-US Embassy Website</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify _____</p> <p><u>Visiting the Embassy website</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Word of mouth</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
PERSONAL INFORMATON	
Title (Dr/Mr/Mrs/Ms/Miss/Other)	<p><input type="checkbox"/> Dr. <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.</p> <p><input type="checkbox"/> Ms. <input type="checkbox"/> Miss.</p>
Last Name(s)/Surname(s)	
First Name	
What is your citizenship?	
Are you a dual national?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of your nationalities?	

<p>What document(s) do you possess which allow you the legal right to work in the UK?</p> <p>NB: If you do not <u>currently</u> have the legal right to work in the UK you will not be eligible to apply for a position at US Embassy.</p> <p>Embassy London HR will require verification of eligibility, if you are invited to the assessment for the position.</p>	<p>British Passport <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Other <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify _____</p> <p>UK Visa <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Type _____</p> <p>Issue Date _____</p> <p>Expiry Date _____</p> <p>Restrictions (if applicable) _____</p>
Email	
Home Address	
Daytime Telephone Number	
If hired, are there any accommodations the Embassy would need to provide in order for you to perform all the essential duties and functions of this position?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details.</p>
What is your current notice period/What is your availability to work?	
What days are you able to work as part of a regular work schedule?	
HIRING PREFERENCE	
<p>Are you claiming any of the following hiring preferences, based upon your status as either a U.S. Citizen Eligible Family Member (USEFM) or U.S. Veteran? Please see 'Instructions for Completing the DS-174' for additional information about the USEFM and U.S. Veterans hiring preference. Full definitions of each preference are also provided on our website at http://london.usembassy.gov/hrd/applying.html .</p> <p>(Please Check only one)</p> <p><input type="checkbox"/> Yes, I am a U.S. Citizen EFM and also a U.S. Veteran.</p> <p>If yes, please provide the name of the spouse or sponsoring employee: _____</p> <p><input type="checkbox"/> Yes, I am a U.S. Veteran.</p>	

If you answered 'yes' to Veterans Preference, please ensure that you include a copy of your DD-214 Member 4. If this document is not provided when making your application, preference will not be given.

☐ Yes, **I am a U.S. Citizen EFM.**

If yes, please provide the name of the spouse or sponsoring employee: _____

☐ No, **I am neither a U.S. Citizen EFM, nor a U.S. Veteran.**

LANGUAGE SKILLS

How would you rate your English skills?

Level 1 = Basic Knowledge

Level 2 = Limited Knowledge

Level 3 = Good Working Knowledge

Level 4 = Fluent

Level 5 = Professional Translator

Do you speak any other languages?

Level 1 = Basic Knowledge

Level 2 = Limited Knowledge

Level 3 = Good Working Knowledge

Level 4 = Fluent

Level 5 = Professional Translator

Speak = Level ____

Read = Level ____

Write = Level ____

☐ Yes ☐ No

If yes, please state the language and level below:

Language: _____

Speak = Level ____

Read = Level ____

Write = Level ____

Language: _____

Speak = Level ____

Read = Level ____

Write = Level ____

ESSENTIAL HIRING REQUIREMENTS FOR THIS POSITION

In the following sections, please provide full and specific information about how you meet the essential requirements for the position.

If you do not meet the requirements for this position, you will not be shortlisted.

Qualifications:

Do you have a Bachelor's degree in:

• business administration;

☐ Yes ☐ No

• accounting;

☐ Yes ☐ No

<ul style="list-style-type: none"> • finance; • a related field? <p>or</p> <p>qualified/part qualified in a professional accounting qualification?</p> <p>Alternatively, do you have relevant financial and accounting experience?</p> <p>Please provide details – Institution, qualification and grade.</p>	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>If yes, please specify _____</p> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>If yes, please specify _____</p> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>If yes, please specify _____</p>
<p>Which computer packages are you familiar with?</p>	
<p>Please detail your experience of <u>working in</u> and accounting, payroll and bookkeeping environment.</p>	
<p>How have you developed your knowledge of maintaining ledgers and ultimately, producing management accounts for review?</p>	

<p><u>Please provide two references.</u> If the interview panel determines that you are the best person for the job, your past two most recent employers will be contacted and asked to provide employment references for you prior to a tentative offer of employment being made</p>	<p><u>Reference 1:</u> Name: Address: Telephone No: Email:</p> <p><u>Reference 2:</u> Name: Address: Telephone No: Email:</p>
<p>I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily give on or attached to this application may be investigated.</p>	<p>Signature: _____ <u>Date:</u> mm-dd-yyyy</p>

PLEASE ATTACH A CURRENT CV WITH THIS FORM